



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

## General Position Information

**Job Title:** LEGISLATIVE LIAISON OFFICER

**Position Number:** LA005

**Position Grade:** GS-15

**Salary Range:** \$126,233 - \$176,300 (not applicable for detailees)

**Vacancy Open Period:** 04/08/2022 – 04/30/2022

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal ODNI Candidates, Detailees

**Division:** DNI/OLA

**Duty Location:** McLean, VA

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

## Position Information

This is an opportunity for:

- An internal candidate to fill a GS-15 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

## Who May Apply

- For a cadre assignment:
  - Current ODNI permanent cadre or up to one grade lower than the advertised position grade may apply.
- For a detailee assignment:
  - Current Federal Government employees at the same grade or up to one grade lower than the advertised position grade may apply.



## Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

## Component Mission

Legislative Affairs (LA) acts as the principal interface between the Office of the Director of National Intelligence (ODNI) (and the Intelligence Community [IC] on certain issues) and Congress. Responsibilities include, but are not limited to, facilitating the implementation of Section 502 of the National Security Act of 1947, which stipulates the heads of the IC agencies shall "keep the congressional intelligence committees fully and currently informed of all intelligence activities of the United States." In partnership with the IC, LA provides strategic-level coordination of national security and intelligence issues that require an integrated IC response. Liaison officers will serve in one of the following portfolios: budget & operations, mission support, functional intelligence, and regional intelligence. Liaison officers provide strategic-level advice to the DNI, Principal Deputy DNI, and other senior ODNI and IC officials regarding engagements with Congress.

## Major Duties and Responsibilities (MDRs)

Serve as a principal interface between Office of the Director of National Intelligence (ODNI) and the United States (US) Congress regarding plans, policies, procedures, and the evaluation of current and future budgetary and policy needs of the ODNI and the Intelligence Community (IC).

Execute the development and scheduling of ODNI hearings, briefings, and reports to Congress; identify, review, evaluate, and develop information to be presented; and anticipate congressional reactions to ODNI briefings and testimony.

Oversee, coordinate, and lead the development and implementation of a comprehensive, proactive legislative strategy to facilitate ODNI's interactions with Congress; serve as a principal liaison in communicating ODNI intelligence programs and activities to members of Congress, congressional committees, and their staffs.

Oversee and lead the development of responses to congressional requests for information dealing with ODNI strategic planning, budgetary issues, and other intelligence matters ensuring that complete and accurate information is provided to congressional requesters.

Lead, plan, and prepare written and oral briefings to senior ODNI leadership and other senior IC officials on current congressional developments and views of ODNI and IC programs and activities, as well as the thinking and rationale underlying requests for information from Congress and congressional committees.

Assist with the planning and preparation of written and oral briefings to senior ODNI leadership and other senior IC officials on CDA reporting; review legislative summaries and Congressional reports prepared by staff and validate research as needed.



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Foster and maintain a productive working relationship with congressional members, congressional committees, and their staffs and use these relationships to share information of interest, support a continuing dialog, and provide active insight into ongoing and planned ODNI activities.

Maintain a comprehensive awareness of current intelligence issues, ODNI and IC strategic planning content, programs, and initiatives, the current budgetary/funding environment, processes and trends, and other matters that influence the development of complete and accurate responses to CDAs.

Cultivate and maintain productive working relationships with ODNI colleagues and IC elements to support and increase communication and information sharing as appropriate and respond effectively to congressional inquiries; represent the component and ODNI at community meetings when required.

## **Mandatory and Educational Requirements**

Superior knowledge of the United States Congressional statutes, regulations, and guidelines as well as extensive knowledge of the organization, structure, and customers of the ODNI and the IC.

Superior knowledge of Congressional processes and procedures and a demonstrated ability to modify and update processes and procedures to improve the performance of the organization in responding to congressional inquiries.

Superior ability to manage competing priorities under strict deadlines while maintaining a high level of attention to detail; demonstrated ability to work effectively with senior leaders in a high profile and demanding office.

Expert analytical and critical thinking skills, including a recognized ability to think strategically. Superior oral and written communication skills, including the ability to negotiate customer requirements with officers at all staff levels, both internal and external to the organization.

Strong interpersonal, organizational, and problem solving skills with a proven ability to work independently and in a team environment; demonstrated ability to influence senior level staff at ODNI and across the IC.

## **Key Requirements and How to Apply**

### **Internal ODNI Candidates:**

#### **A complete application package must include:**

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- c. **POSITION NUMBER:** Reference the position number in the subject line of the email and on each document submitted.



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- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** *Internal ODNI Cadre Candidates must submit an application through the classified [JobsDNI website](#).* For current employees who do not currently have access to internal systems, applications should be sent to either DNI-COO-HRM-Vacancies-Mailbox@cia.ic.gov (classified email system) or HRM-HR-OPS-VACANCY-TEAM@dni.gov (unclassified email system). Applicants experiencing technical issues may submit their application via email to either email system.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

## **CURRENT FEDERAL EMPLOYEES APPLYING FOR A DETAIL ASSIGNMENT:**

**Applicants from federal agencies within the Intelligence Community (IC)** may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees.

## **Applicants from federal agencies outside the IC must provide:**

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- d. **POSITION NUMBER:** Reference the position number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record. Please disregard if you are not a Federal Government employee.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** *Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).* Applicants from federal agencies outside the IC should be sent to either DNI-COO-HRM-Vacancies-Mailbox@cia.ic.gov (classified email system) or HRM-HR-OPS-VACANCY-TEAM@dni.gov (unclassified email system).

All attachments should be in Microsoft Word or Adobe PDF format.



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Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

## All Applicants:

**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 703-275-3888

## What to Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

## Agency Contact Information

ODNI Recruitment; Phone: 703-275-3888; Email: HRM-HR-OPS-VACANCY-TEAM@dni.gov.

## Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

**COVID-19 Vaccination Requirement:** To ensure compliance with an applicable nationwide preliminary injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the federal government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for federal employees. Therefore, to the extent a federal job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to Executive Order 14043, that requirement does not currently apply.

Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

**REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Reasonable Accommodation Office Representative by classified email at DNI\_Reasonable\_Accommodation\_WMA@cia.ic.gov and DNI\_Diversity\_WMA@cia.ic.gov, by unclassified email at DNI\_DRA@dni.gov, by telephone at 703-275-3900 or by FAX at 703-275-1217 . Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOC EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**